



April 24, 2022

JOB POSTING

The City of Woodville is currently accepting applications for the position of Accounts Receivable Clerk. This position is responsible for receiving and posting utility payments, generating and processing work orders, utility payment arrangements and disconnects, issuing various city permits, reception and other clerical duties as assigned. Applicants must possess a high school diploma or its equivalent and at least two years of related experience. This is a full-time position with full benefits and a salary range of \$24,960 - \$35,360 per year depending on qualifications.

An application may be obtained contacting Woodville City Hall or on the web at www.woodville-tx.gov. Completed applications should be submitted by 4:30 p.m. on Thursday, May 4, 2023 to:

400 W. Bluff Street
Woodville, Texas 75979
Ph. (409) 283-2234
Fax (409) 283-8412
Email – terri@woodville-tx.gov